



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

PHARMACIST – ERIE COUNTY MEDICAL CENTER

NO. 42-104

\$80,020 – \$105,097

Notice to Candidates:

Transcripts will now be accepted by the Department of Personnel **ONLY** at time of application.
All subsequent transcripts must be submitted at time of interview.

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

The eligible list will be used to fill vacancies as they occur at the Erie County Medical Center.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before submission of application:

Graduation from a regionally accredited or New York State registered School of Pharmacy.

SPECIAL REQUIREMENT: All candidates must possess a current license to practice pharmacy issued by New York State Department of Education at time of Permanent appointment.

DUTIES: A *Pharmacist – Erie County Medical Center* provides professional pharmaceutical services for drug distribution and control at the Erie County Medical Center;

Fills physician's orders and manufactures preparations by means of standard physical and chemical procedures; prepares and sterilizes injectable medication and other compounds;

Identifies drugs brought into the hospital by patients; obtains drug histories and communicates information to physicians;

Consults with physicians concerning problems of drug incompatibility, interaction and efficacy; offers alternatives and obtains clarification of all questionable orders;

Supervises support personnel in drug preparation and delivery services such as unit dose system, intravenous admixtures program, outpatient dispensing functions, control drug dispensing, and record maintenance;

Provides drug information and references to medical staff, nursing staff, and other professionals;

Instructs patients regarding drug therapy;

Supervises the manufacture, preparation, packaging and pre-packaging of all sterile and non-sterile dosage;

Inspects nursing units to assure proper storage, use and integrity of floor stock medications.

A medical examination may be required before appointment.

SUBJECT OF EXAMINATION: The only subject of examination will be an evaluation of your training and experience. You are therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

REISSUED: 2/15

MILITARY STATUS: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the Erie County Department of Personnel and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

*****IMPORTANT APPLICATION FEE – READ CAREFULLY*****

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.